

## **ANNOUNCEMENT OF ANTICIPATED POSITION OPENING**

**POSITION:**            **Executive Director of the MCC Foundation  
Educational Assistant (40 hours/week), 12-month Management Position**

**JOB POSTING #:**    **FT-102**

**ANTICIPATED STARTING DATE:**      October 2015

### **MINIMUM**

**QUALIFICATIONS:**    A Master's degree in a field related to college development such as business, fundraising management, public relations or alumni relations, together with three to five years of experience in development, or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties. A minimum of two years supervisory experience is required. The Executive Director is required to have demonstrated advanced knowledge and abilities in the following areas: Impact at a college, particularly a community college, on student lives; public and organization or association relations at an executive level; effective oral and written communications; fund raising and fiscal management; public relations skills and fund-oriented strategic planning. These skills and abilities typically are acquired through a combination of education, training and experience.

An understanding of the mission of the community college is essential. In addition, the following core skills are required: demonstrated involvement in support of diversity, demonstrated ability to respond to and work with multiple constituencies.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and provide appropriate references.

### **RESPONSIBILITIES:**

The Executive Director will report to the Dean of Institutional Advancement in coordinating the initiatives and work of the Foundation Board. The incumbent will work closely with the Board leadership and its committees, which currently include Executive, Scholarship, Finance, Audit, Development and Governance. The Executive Director will work closely with the Dean of Institutional Advancement, the College President and the College's Deans. The core responsibility of this position is to manage the Foundation by ensuring, with the Dean of Institutional Advancement, the College President, and the President of the Foundation, that the Foundation maintains focus on its mission and operates in alignment with its principles. The Executive Director works with the Foundation Board and the College to develop a strategic plan for the Foundation. Develop an annual plan including the preparation of the operating budget that reflects the strategic priorities for approval by the Board. Assist in developing future board and staff leadership including assisting with Board orientation and providing educational information. Develop an overall strategic plan for an integrated capital campaign model that supports the overall mission of the organization involving campaign professional staff and/or volunteer leadership in the strategic development process to utilize their expertise and cultivate their support. Provide consultation to the President on Foundation Board and campaign related issues. Personally solicit donors. Identify current donors and new prospective donors. Oversee the building and maintenance of relationships with major donors including individuals, corporations and foundations. Work with the Dean of Institutional Advancement to oversee the fundraising activities of the Foundation Board (i.e., major individual, corporate and foundation solicitations, planned giving, etc.). Coordinate and manage activities related to the foundation and campaign (i.e. events and programs). Manage the Foundation's operations, including the operating budget. The Executive Director is required to maintain complete confidentiality of donor records and other information of a confidential nature. Performs other related duties as assigned.

This position is required to carry out the essential duties of attendance and participation at commencement ceremonies; service on assigned committees and task forces, both on and off campus; attendance and participation at committee, staff, informational and professional meetings; engagement and participation on community boards. *These may involve attendance at evening or weekend events.*

**COMPENSATION:** \$73,500 approximate annual with excellent benefits.

**APPLICATION PROCEDURE:**

**Please reference to job title and posting number (FT-102) on application material and in subject line of emails.** Send letter of intent, resume, and transcripts (unofficial acceptable) and the names of three professional references to:

Human Resources Department  
Manchester Community College  
Great Path, MS #2  
P. O. Box 1046  
Manchester, CT 06045-1046

Or via email to: [GenInfoHumanResources@mcc.commnet.edu](mailto:GenInfoHumanResources@mcc.commnet.edu)

**APPLICATION DEADLINE:**

Letter of application must be postmarked no later than September 17, 2015

**MANCHESTER COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER, M/F, PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**